



The State Bar *of California*

**OPEN SESSION
AGENDA ITEM
MARCH 2019
COMMITTEE OF BAR EXAMINERS ITEM O-400**

DATE: March 22, 2019

TO: Members, Committee of Bar Examiners

FROM: Natalie Leonard, Principal Program Analyst, Office of Admissions

SUBJECT: Draft Implementation Plan for Accrediting Online J.D. Programs

EXECUTIVE SUMMARY

This item presents to the Committee, for informational purposes, a draft law school accreditation application that incorporates approved amendments to the Accredited Law School Rules and Guidelines that add a new option allowing the California accreditation of online J.D. programs. (See Attachments A and B.)

The attached Application plus Self-Study Report for Provisional California Accreditation asks the schools to demonstrate compliance with the Rules and Guidelines for Accredited Law Schools as amended by the Board of Trustees in November 2017. (See Attachments C and D.) These amendments ("Online Amendments") permit law schools delivering their J.D. programs through distance learning to seek California Accreditation. Currently, California accredited schools are required to offer classroom-based fixed facility J.D. programs, with no more than twelve credits earned through distance learning.

The accompanying draft application is being presented to inform the Committee of the manner in which staff will be implementing the Online Amendments. The application will also be shared with the newly formed Committee on State Bar Accredited and Registered Law Schools (CSBARS) for comment in order to ensure that the application process is easy to understand and implement. Current California Accredited Law Schools seeking to alter their J.D. programs to include more online credits than their current curriculum allows or to add separate online hybrid or J.D. programs would be subject to the major change requirement of Rule 4.165(E).

BACKGROUND

A History of the Creation of the Online Amendments

Historically, law schools seeking California Accreditation could only do so if they primarily taught their classes in fixed facility classrooms, offering no more than twelve credits via online learning. The Online Amendments will, for the first time, allow law schools offering any amount of online distance learning as part of their J.D. programs to seek California Accreditation.

The Online Amendments are the product of over five years of study by the Committee of Bar Examiners that began in March 2013. At that time, the Committee began considering the future of law school regulation in California in general. A wide variety of topics were discussed. One of the key topics discussed was a path to California accreditation for schools that delivered their J.D. programs through online distance learning technology, rather than limiting those schools to registered, unaccredited status.

The Committee crafted a plan to seek the views of various stakeholders. The Committee appointed Working Group I, comprised of Committee members and deans from each category of law school that would be affected by the proposed regulatory changes, which included California-accredited law schools (CALS) and unaccredited law schools. The Committee also held a public forum in August 2013. These efforts resulted in introductory discussions at the Committee in January 2015 on a number of topics, including the need to study a path to accreditation for law schools delivering their J.D. programs through online technology.

Because further study was needed, the Committee established Working Group II, which was again composed of representatives of each type of law school that would be impacted by the changes along with members of the Committee. The Committee also held a second public meeting on April 29, 2016. In April, 2017, the Committee approved the resulting Online Amendments in principle and sought permission from the Board of Trustees to distribute them for public comment. In November 2017, the Board of Trustees approved the Online Amendments after a period of public comment along with a number of other proposed amendments on other topics.

The Online Amendments allow accreditation of J.D. programs using online learning

The Online Amendments permit qualifying registered, unaccredited law schools to seek California accreditation even when they offer J.D. curricula that incorporate more than the current limit of twelve hours of distance learning technology. Specifically, under the Online Amendments, accredited J.D. programs must require the satisfactory completion of 1,200 hours of “verified academic engagement” with a law school’s faculty and its curriculum, regardless of the delivery modality that the school selects. Examples of academic engagement include student attendance in a classroom, student participation in either a synchronous or asynchronous curriculum offered through distance-learning technology; conducting assigned legal research; taking an examination; or participation in experiential or clinical learning program approved under Guideline 6.6. In addition, it is contemplated that a California

Accredited law school can offer required library materials, texts, and legal authorities electronically.

Because the Online Amendments were approved by the Board of Trustees as part of package that also included amendments to some of the same rules and guidelines to implement mandatory accreditation, the Online Amendments will be presented again to the Board of Trustees in May 2019 in the form attached here as Attachments A and B.

DISCUSSION

As noted above, the Online Amendments were adopted by the Board of Trustees following the Committee's recommendation that these amendments be approved.

The Application and Self-Study Report will serve as the mechanism by which the Online Amendments will be implemented. While many other disciplines have allowed academic programs to be delivered online for a number of years, in the law, schools offering online J.D. programs have only been eligible to earn registered, unaccredited status. The ABA, for example, limits the J.D. programs at the law schools that it approves to no more than one-third of the hours via distance education per student, which is a recent increase over the fifteen hour limit that was previously enforced. The ABA newly has allowed several hybrid pilot programs to proceed as well, but on a limited basis.

The California accreditation application process envisioned for schools offering distance J.D. programs remains similar to the accreditation process that has been in place for many years. Schools will need to describe how they currently comply with, or plan to comply with, all Rules and Guidelines for Accredited Law Schools, as modified by the Online Amendments. Schools will be asked to discuss type of technology used in distance-learning education, the nature of the J.D. curriculum by modality, and the way that student engagement will be measured. Schools also will be asked in detail how they will also continue to fulfill the practical skills competency training requirements as part of a program delivered largely or fully online.

In addition, unrelated to the Online Amendments, the accreditation application has also incorporated the requirement to report a Minimum, Cumulative Bar Exam Passage Rate (MPR) as calculated under Guideline 12.1 of the Rules and Guidelines for Accredited Law School Rules. All California accredited schools must report their MPR each July. The schools will be asked to calculate a 2019 MPR using the published formula. This figure can be calculated once the results of the February 2019 Bar Examination are released and pass lists are sent to the schools shortly thereafter.

Before implementing the Online Amendments and issuing final versions of the application and self-study, staff will collect feedback not only from the Committee, but also from CSBARS to ensure that the information requested in the revised application is clear and easy to understand. This will facilitate efficient and thorough completion of applications, ideally, via the recently deployed AIMS computer system. Once feedback has been received and analyzed from both the Committee and CSBARS regarding the revised application process under the

Online Amendments, and these Online Amendments are shared again with the Board of Trustees, a timeline for implementing the rules and posting the application will be created and shared with all registered, unaccredited and California accredited law schools.

This agenda items focuses only on the updated Application and Self-Study Report for registered, unaccredited schools seeking accreditation. Current California Accredited Law Schools seeking to create an online program, or expand or significantly modify their online offerings would be required to submit a major change request under Rule 4.165(E). Rule 4.165(E) defines as a major change “offering any new program in law study, whether a degree program, non-professional degree program, or non-degree program.” In prior instances in which a CALS sought to introduce a hybrid on-line program, the Committee reviewed the requests under 4.165(E), noting that these were new programs in law study. (See, [Santa Barbara and Ventura Colleges of Law Major Change Request, October 2017](#); [Monterey College of Law Major Change Request, March 2018](#).)

ATTACHMENT(S) LIST

- A. Amendments to Title 4, Admissions and Educational Standards, Division 2. Educational Standards
- B. Amendments to the Guidelines for Accredited Law Schools
- C. Application for Provisional Accreditation
- D. Self-Study Report for Law Schools Seeking Provisional California Accreditation

Proposed Amendments to the Rules of the State Bar
Regarding Accreditation of Qualifying Law Schools
Offering Distance Learning J.D. Programs
Title 4. Admissions and Educational Standards
Division 2. Accredited Law School Rules
[3/19/19]

Chapter 1. General Provisions

Rule 4.105 Definitions

- (A) “Admissions Rules” are the rules contained in Title 4, Division 1 of the Rules of the State Bar of California (Admissions Rules).
- (B) An “American Bar Association Approved Law School” is a law school fully or provisionally approved by the American Bar Association and deemed accredited by the Committee.
- (C) A “California accredited law school” is a law school that has been provisionally or fully accredited by the Committee.
- (D) “Provisional accreditation” is the status of a provisionally accredited law school. The Committee grants provisional accreditation for a specific period.
- (E) A “provisionally accredited law school” is a registered unaccredited ~~fixed-facility~~ law school that is pursuing accreditation and has been recognized by the Committee as being in substantial compliance with applicable law and these rules.
- (F) “The Committee” is the Committee of Bar Examiners of the State Bar of California.
- (G) The “First-Year Law Students’ Examination” is the examination required by statute and by Division 1. Admission to Practice Law in California Admission to Practice Law in California rules.
- (H) The “guidelines” are the Guidelines for Accredited Law School Rules adopted by the Committee of Bar Examiners.
- (I) “Inspection” means an on-site visit to a law school by an individual or a team appointed by the Committee in accordance with these rules.
- (J) A “major change” is one of the changes specified in rule 4.165, Major changes.
- (K) A “professional law degree” is the LL.B. (Bachelor of Laws), M.L.S. (Master of Legal Studies), J.D. (Juris Doctor), LL.M. (Master of Laws), or other post-graduate degree authorized by the Committee. The J.D. degree may be

granted only upon completion of a law program that qualifies a student to take the California Bar Examination.

- (L) A “California registered unaccredited law school” is an unaccredited law school that has been registered by the Committee.
- (M) “Senior Executive” means “Senior Executive, Admissions” or that person’s designee.
- (N) An “unaccredited law school” is a correspondence, distance-learning, or fixed-facility law school operating in California that the Committee registers but does not accredit.
 - (1) An “unaccredited correspondence law school” is an unaccredited law school that conducts instruction principally by correspondence. A correspondence law school must require at least 864 hours of preparation and study per year for four years.
 - (2) An “unaccredited distance-learning law school” is an unaccredited law school that conducts instruction and provides interactive classes principally by technological means. A distance-learning law school must require at least 864 hours of preparation and study per year for four years.
 - (3) An “unaccredited fixed-facility law school” is an unaccredited law school that conducts its instruction principally in physical classroom facilities. An unaccredited fixed-facility law school must require classroom attendance of its students for a minimum of 270 hours a year for four years.

Rule 4.105 adopted effective January 1, 2009.

Rule 4.106 Lists of law schools

The Committee maintains lists of law schools operating in California: those provisionally and fully accredited by the Committee, those registered as unaccredited by the Committee, and those approved by the American Bar Association. The lists are available on the State Bar Web site and upon request.

Rule 4.106 adopted effective January 1, 2009.

Chapter 2. Application for Provisional Accreditation

Rule 4.120 Application based on substantial compliance

A registered unaccredited ~~fixed-facility~~ law school that meets the standards set forth in rule 4.160 may apply for provisional accreditation. If the Committee grants provisional accreditation, the provisionally accredited law school is subject to annual inspection and its students are subject to the First-Year Law Students' Examination requirement. The Committee grants provisional accreditation for a specified period, typically for two years, although the period may be shorter or longer as may be determined by the Committee.

Rule 4.120 adopted effective January 1, 2009.

Rule 4.121 Application procedure

A registered unaccredited ~~fixed-facility~~ law school may apply for provisional accreditation by

- (A) completing and submitting the Application for Provisional Accreditation with the fee set forth in the Schedule of Charges and Deadlines;
- (B) submitting a self-study of its educational program and other information as required by the Committee;
- (C) agreeing to allow the Committee to make any inspection it deems necessary; and
- (D) agreeing to promptly pay all expenses of the inspection.

Rule 4.121 adopted effective January 1, 2009.

**Proposed Amendments to the
Guidelines for Accredited Law Schools
Regarding Accreditation of Qualifying Law Schools
Offering Distance Learning J.D. Programs
[3/19/19]**

Division 1. General Provisions

1.1 Provisional Accreditation, Accreditation, and Degree-Granting Authority.

(A) General Provision

To obtain provisional accreditation and receive degree-granting authority from the Committee of Bar Examiners (Committee), a registered unaccredited ~~fixed-facility~~ law school must establish its substantial compliance with the *Accredited Law School Rules (Rules)*. To obtain accreditation and receive degree-granting authority from the Committee, a provisionally-accredited law school must establish its compliance with the Rules.

(B) Transition of Registered Law Schools.

(1) Application for Provisional Accreditation, and Accreditation

A law school seeking to become provisionally or fully accredited is required to complete a self-study, an application and pay a fee. The Office of Admissions will provide forms for each such application on its website.

(2) Processing of Applications, Decision on Application.

Upon filing of an application for provisional accreditation or accreditation by a registered law school, the Committee may appoint an inspection team to visit the school within sixty (60) days of the filing date and produce a report to be delivered to the Committee staff and the school within sixty (60) days after the fact-finding site visit. The school will have thirty (30) days to respond to the fact finder report. The Committee will consider the school's application for provisional accreditation or accreditation at its next regularly scheduled meeting following expiration of the comment period. At that meeting, the Committee may approve the application, approve the application with conditions, deny the application, or determine that further fact finding is required. If further fact finding is required, the Committee may appoint an inspection team to visit the school within sixty (60) days of the Committee decision and produce a report to be submitted to the Committee staff and the law school within sixty (60) days after the second fact-finding site visit. the school will have thirty (30) days thereafter to respond to the fact finder's report. The Committee will consider the school's application for

provisional accreditation or accreditation, with the findings of both fact finders, at its next regularly scheduled meeting following expiration of the comment period. At that meeting, the Committee may approve the application with conditions, or deny the application.

(C) Site Visit

Prior to full accreditation, a provisionally-accredited law school seeking accreditation will be visited by an inspection team chosen by the Committee. A site visit conducted prior to the law school's application for provisional-accreditation satisfies this requirement if conducted within three (3) years of the application and the fact-finder's report verifies that relevant conditions are substantially the same since the prior site visit.

(D) Program Transition.

(1) Program Transition Plan.

A law school seeking provisional accreditation or accreditation will include in the application a plan for program transition. The program transition plan will address such issues as a school's calendar, term structure, credit, course scheduling, attendance requirements, curricular requirements, teach-out or programs no longer to be offered, and other matters necessary for students to transition to the accredited program of the law school.

(2) Teach-Out Limitations.

A law school granted provisional accreditation or accreditation may allow currently-enrolled students to complete the program in which they are then enrolled, or allow students to transition, at an academically-appropriate time, to a new program designed to comply with the Rules and Guidelines for Accredited Law Schools. A school allowing currently-enrolled students to complete the program they are then enrolled in at the time of accreditation must ensure teach-out of all students enrolled.

(3) New Enrollment in Accredited Program.

A law school granted provisional accreditation or accreditation must, within one year after the effective date of receiving such provisional accreditation or accreditation, enroll all new students into the program granted said accreditation.

Guideline 1.1 amended effective _____.

Division 2. Honesty and Integrity

2.3 Honesty in Communications.

(A) Honesty in Communications Generally.

A law school must be honest and forthright in all communications, including communications with the Committee, the legal profession, the public, prospective students, applicants, and students.

(B) Honesty in Communications with Students.

A law school must be honest and forthright in all communications with students. It must not mislead students as to their reasonable prospects of obtaining the degree in the program in which they are enrolled, their ability to qualify for or be admitted to the bar in any jurisdiction, the cost of the requirements for obtaining the degree in the program in which they are enrolled, or the financial support available through loans or scholarships for their course of study.

(C) Honesty in Communications with Prospective Students and Applicants.

A law school must be honest and forthright in all communications with prospective students and applicants. It must not mislead them as to their reasonable prospects of admission, obtaining the degree in the program in which they seek to enroll, their ability to qualify for or be admitted to the bar in any jurisdiction, the cost of the requirements for obtaining the degree in the program in which they are interested in enrolling or seek to be enrolled, or the financial support available through loans or scholarships for their course of study.

(D) Required Disclosures

(1) An accredited law school must include the following statement, without alteration, in either its course catalog or student handbook (electronic or hardcopy) and on a discrete page readily accessible to the public found on the law school's website entitled "Accreditation" on which the law school refers to its status as being accredited by the Committee and any other regional or national accrediting entity or agency:

Study at, or graduation from, this law school may not qualify a student to take the bar examination or be admitted to practice law in jurisdictions other than California. A student who intends to seek admission to practice law outside of California should contact the admitting authority in that jurisdiction for information regarding its education and admission requirements.

The type size of the foregoing disclosure must be at least as large as the type size used to discuss or explain its status as an accredited school or college of law.

(2) An accredited law school must publish on its “Accreditation” webpage information relating to the pass rates of its graduates on the ten most recent published in one of the following ways:

- (a) By means of posting an active link to the California Bar Examination “Statistics” page of the State Bar’s website; or, alternatively;
- (b) By means of posting the pass rates of its graduates as those published on the State Bar’s website for the ten most recent administrations of the California Bar Examination.

In all hardcopy or electronic materials used to respond to all inquiries about admission to its J.D. degree program, the law school must provide the following statement in all such materials: “For additional information visit [insert law school’s website].”

(3) An accredited law school must publish on its Accreditation webpage a standardized report, in a format determined by the Committee, all of the disclosure information required by Business and Professions Code § 6061.7. All information in the standardized report must be complete, accurate and not misleading. An accredited law school must submit its standardized report with its Annual Compliance Report required by Rule 4.161. An accredited law school must distribute the standardized report to all applicants being offered conditional scholarships at the time the scholarship offer is made.

In addition, a law school must provide disclosures in compliance with California law, including Business and Professions Code section 6061.7.

Guideline 2.3(D)(3) adopted, effective December 3, 2016; amended effective

- (E) Reference to Provisional Accreditation and Accreditation; Reference to Other Accreditations, Approvals and Memberships.

(1) If a law school is granted provisional accreditation, it may make reference to such fact in its communications, provided that in any written or electronic publication in which reference to provisional accreditation is made, the following statement must appear, without alteration, on the same page, and in the same size type:

“The Committee of Bar Examiners of the State Bar of California grants provisional accreditation to a registered unaccredited ~~fixed-facility~~ law school when the law school establishes that it substantially complies with the Accredited Law School Rules (Rules) and appears capable of qualifying for accreditation within five years from the time provisional accreditation is granted. Provisional accreditation will automatically expire if the law school does not qualify for and receive accreditation within the time period specified by the Committee or secure an extension of time. Provisional accreditation may be withdrawn at any time, if the Committee finds that the law school no longer substantially complies with the Rules.”

Whenever the words "Accredited" or "Provisionally Accredited" appear in law school communications in relation to qualification to take the California Bar Examination or admission to the practice of law in California, they must be accompanied by words clearly indicating that such accreditation is by the Committee of Bar Examiners of The State Bar of California.

(2) A law school that is accredited or approved by another agency or is a member of an association may state that fact in any communication, but must indicate in connection with any such statement that its degree-granting authority in connection with its students qualifying to take the California Bar Examination and obtain admission to the practice of law in California is based on accreditation by the Committee of Bar Examiners of The State Bar of California.

Guideline 2.3(E)(1) amended effective _____.

Division 6. Academic Program

6.5 Quantitative Academic Requirements.

- (A) Minimum Requirements for the Juris Doctor Degree; ~~Hours and Weeks of Study;~~
Time Requirements for Completion of Course of Study.

The minimum requirements for the J.D. degree ~~is the~~ are satisfactory completion of a course of study requiring 1,200 hours of verified academic engagement with a law school's facility and curriculum.~~study.~~ The 1,200 hours of academic engagement must be earned through completion of no fewer than eighty semester units or their equivalent, with each semester unit requiring a minimum of 45 hours of student work, including both academic engagement and preparation, of which a minimum of 15 hours must be academic engagement verified as prescribed by these Guidelines in residence, or study as permitted by guideline 6.6, extending over a period of not less than ninety weeks of full-time study or 120 weeks of part-time study, or a combination thereof. Final examination time, not exceeding ten percent of the total number of class session hours, may be included as class session hours, and counted toward the 1,200-hour requirement. A law school must require the course of study for the J.D. degree be completed no earlier than thirty-two months and no later than eighty-four months after a student has commenced law study at the law school or a law school from which the law school has accepted transfer credit.

(B) Academic Engagement.

For purposes of this section, "academic engagement" includes instruction in a compliant Juris Doctor degree curriculum offered through any of the following means: (a) student attendance in a physical classroom; (b) student participation in a synchronous or asynchronous curriculum offered through distance-learning technology; (c) a combination of academic engagement offered through (a) and (b). Academic engagement may include up to 120 hours of student participation in an experiential or clinical program approved under Guideline 6.6. Final examination time, not exceeding ten percent of the total number of hours of academic engagement, may be included as academic engagement hours, and counted toward the 1,200 hour requirement.

(C)(B) Attendance.

Regular and punctual attendance in academic engagement is required ~~to satisfy the residence credit requirement and the 1,200-hour requirement.~~ A law school must have a written ~~attendance~~ policy that requires the verifiable academic engagement of each of its ~~which must require regular and punctual attendance of students.~~ The policy must require completion of attendance ~~at~~ not less than eighty percent of the academic engagement in regularly scheduled class hours or not less than eighty percent of the minimum number of hours of other types of academic engagement required in each course in which the a student is enrolled.

The policy must also include requirements to verify student participation in an approved experiential or clinical program. The policy may also include requirements regarding preparation and participation.

(D)(4) Curriculum.

(1) A law school requiring student attendance in a physical classroom must use either semester or quarter terms of study (regular academic term) or their equivalent as defined in Guideline 6.5(A), and may offer a summer session of not less than five weeks for semester-based law schools and three weeks for quarter-based law schools. A summer session is an academic term but not a regular academic term, except as provided in Guideline 7.3(C). Typically, a semester must be fourteen or more weeks in length and a quarter must be ten or more weeks in length. ~~The curriculum must be offered and units counted toward the degree and graduation only in semester or quarter units or their equivalent.~~ Typically, for credit earned through attendance in a physical classroom, one semester unit for a fifteen-week semester is fifteen hours of classroom instruction for one hour per week for fifteen weeks, including final examination time not greater than ten percent of the total time. Typically, one quarter unit for a ten-week quarter is ten hours of classroom instruction for one hour per week for ten weeks, including final examination time not greater than ten percent of the total time. Courses may be offered in one or more semester or quarter units or their equivalent.

(2) ~~A law school may offer a summer session of not less than five weeks, for semester-based law schools, and three weeks, for quarter-based law schools. A summer session is an academic term, but not a regular academic term, except as provided in guideline 7.3(C).~~ For students earning credit for academic engagement through participation in an approved synchronous or asynchronous curriculum taught through distance-learning technology or by participation in an experiential or clinical program approved under Guideline 6.6, or a combination thereof, semester or their equivalent quarter units of credit may be earned during an entire calendar year as authorized by Guideline 6.5(A).

(3) One hour of classroom instruction is defined as fifty minutes of instruction.

(E)(C) Full-time Students.

In order for a full-time student, must complete not less than 1,200 hours of study in residence, extending over a period of not less than ninety weeks, and, to

receive full ~~residence~~ credit for any academic term, the student must have been enrolled in, and receive credit for, a course of study requiring not less than ten hours of verified academic engagement attendance a each week and ~~must have received credit for courses totaling not less than nine hours of attendance a week~~ during that academic term.

(F)~~(D)~~ Part-time Students.

In order for a~~A~~ part-time student, ~~must complete not less than 1,200 hours of study in residence extending over a period of not less than 120 weeks and~~, to receive full ~~residence~~ credit for any academic term, the student must have been enrolled in, and received credit for, a course of study requiring not less than six ~~eight~~ hours of verified academic engagement attendance a each week and ~~must have received credit for courses totaling not less than eight hours of credit a week~~ during that academic term.

(G)~~(E)~~ Combining Study at Accredited and Registered Unaccredited Law Schools.

Students who obtain a portion of their legal education at a registered unaccredited law school and a portion at an accredited law school present a special case. Unless such students actually graduate from an accredited law school and premise their eligibility to take the California Bar Examination upon that graduation, they must meet the alternative legal educational requirements of §6060(e)(2)(E) of the Business and Professions Code in order to be eligible to take that examination. § 6060(e)(2)(E) requires four separate years of study in a law school (accredited or unaccredited), in each of which the student was enrolled in a course of study requiring at least 270 hours of classroom attendance. For this purpose, a “year” is any period of twelve consecutive months. Law schools allowing students to carry a lighter than usual course load during any twelve-month period should be aware of these implications should such students ultimately seek eligibility to take the California Bar Examination under the above four-year rule rather than as graduates of an accredited law school.

(H)~~(F)~~ Graduates of Accredited Law Schools Who Completed Portion of Legal Studies at Registered Unaccredited Law Schools.

Students who complete a portion of their legal studies at a registered unaccredited law school and subsequently graduate from an accredited law school must in all events meet the guideline 6.5(A) requirements concerning

1,200 hours of study ~~in residency (through required hours of classroom study~~ in courses taken at both accredited and registered unaccredited law schools, in the aggregate) in order to be eligible to take the California Bar Examination as a graduate of an accredited law school.

(I)~~(G)~~ Proportionate Credit.

(1) If, in any academic term, a student was not enrolled in, or failed to receive credit for, the minimum number of hours specified in guideline 6.5~~(C)~~(E) or ~~(D)~~(F), the student may receive only proportionate credit for study ~~in residence~~ for that academic term. The proportion is the ratio of hours enrolled or credit received to the minimum specified.

(2) If a person was a part-time student for any portion of the period of law study and a full-time student for the remaining portion of law study, the number of weeks of full-time study and three-fourths of the number of weeks of part-time study must total not less than ninety.

(J)~~(H)~~ Range of Course Load for Full-time and Part-time Students; Exceptions.

In any regular academic term, a full-time student should normally be enrolled in courses requiring ~~classroom attendance~~ verified academic engagement of not more than fifteen hours or less than ten hours per week. A part-time student should normally be enrolled in courses requiring ~~classroom attendance~~ of not more than ten hours or less than six hours per week. A law school may, for good cause, allow a person to enroll in courses requiring more or less hours than those specified, but in each case must enter in the student's file a memorandum stating the considerations constituting good cause. A full-time student is one who devotes substantially all working hours to the study of law. Full-time students should be encouraged not to work in excess of twenty hours a per week.

(K)~~(J)~~ Required Course Books.

For each course, other than special seminars, each student enrolled should be required to obtain one or more specified books. A law school must use current, recognized books or other materials in each of its courses.

(L)~~(K)~~ Course Outlines or Syllabi.

Students must be furnished, prior to the beginning of each course, with a written outline or syllabus of the organization of the course and the order in which material is to be read and prepared. Course outlines and syllabi will be considered in evaluating the instructor's knowledge and organization of the material.

(M)(L) Instructional Formats.

No particular format of instruction is required and instructors may use lectures, the case method, the problem method, directed study or other techniques, alone or in any combination.

(M)(N) Class Size.

Class size must be reasonable to assure teaching effectiveness. In determining the reasonableness of the size of any class, the following matters are considered:

(1) For schools offering academic engagement by attendance in a physical classroom The physical facilities and whether the room is appropriate for the number of students;

(2) The subject matter of the course and the methods of instruction; and

(3) The number and competence of the individual instructors when a course is offered in multiple sections.

Small classes are desirable as they facilitate greater participation by each student and a closer relationship between students and instructors. If a law school divides any course into sections, it must adopt procedures to ensure the quality of instruction across all sections of the same course and consistency in instruction, examinations, and grading.

Guideline 6.5 amended effective _____.

Division 7. Scholastic Standards

7.11 Distance-Education Credit.

~~(A)~~ A law school may offer any amount of academic engagement entitled to earn credit under Guideline 6.5(A) and may do so through the use of any form of distance-learning technology approved by this Guideline. ~~grant up to twelve distance-education semester credit units or the equivalent in quarter credit units toward its J.D. degree and other professional law degree programs.~~

~~(A)(B)~~ For purposes of this guideline, “distance-education” is approved and defined as any and all instruction that earns credit for academic engagement taught through any of the following technological means: ~~a course in which more than one-third of the instruction is provided by means of:~~

Any electronic, technological transmission, whether through the Internet in a synchronous or asynchronous mode, or any electronically-stored or recorded media, whether by audio or video presentation.

~~(1) Technological transmission, whether by the Internet, open broadcast, closed circuit, cable, microwave, satellite, or otherwise;~~

~~(2) Audio or computer conferencing;~~

~~(3) Audio or video cassettes, discs, or other electronic media; or~~

~~(4) Correspondence.~~

~~(B)(C)~~ For purposes of this guideline, students may earn credit toward the 1,200 hours of verified academic engagement, as defined by Guideline 6.5(A), using distance learning technology through any of the following: (1) participating in a synchronous class session; (2) viewing and listening to recorded classes or lectures; (3) participating in a live or recorded webinar offered by the law school; (4) participating in any synchronous or asynchronous academic assignment in any class monitored by a faculty member; (5) taking an examination, quiz or timed writing assignment; (6) completing an interactive tutorial or computer-assisted instruction; (7) conducting legal research assigned as part of the curriculum in any class; and (8) participating in any portion of an approved clinical or experiential class or activity offered through distance learning technology. ~~To be eligible to receive distance-education credits, a student must be currently enrolled and in good academic standing. An auditor or visitor may participate in distance-education courses, subject to the requirements of Guideline 7.12.~~

If a law school counts other synchronous or asynchronous activities toward the 1,200-hour academic engagement requirement, such activities should be substantially similar

to or exceed the listed examples in terms of the nature and scope of interaction and communication between the students and the curriculum and faculty.

~~(C)(D)~~ Law schools must verify the minimum required academic engagement for the J.D. degree delivered through distance learning technology. Law schools may comply with this requirement by either: A law school's acceptance of distance education credit as transfer credit is subject to the requirements of guidelines 5.7 and 5.8.

(1) Establishing and documenting a curriculum requiring the minimum number of hours of academic engagement required by Guideline 6.5(a); or

(2) Documenting completion of the minimum number of hours of actual academic engagement by each student.

The documentation of a compliant curriculum required by subsection (C)(1) must include the intended or expected time for completion of each activity or assignment considered academic engagement, and such time must reasonably approximate the actual time required for completion of the activity or engagement. A school may establish the reliability of the time estimate by logs, time studies, research or by reference to externally documented standards.

The documentation of academic engagement by individual students permitted by subsection (C)(2) must establish the actual time spent by each student on assigned academic engagement activities. Documentation of actual academic engagement may be accomplished by technological or other means, but must include a reliable methodology for recording time actually spent by the student.

~~(E) A law school may award credit for a distance education course if:~~

~~(1) The academic content, the method of course delivery, and the method of evaluating student performance are evaluated and approved as part of the law school's regular curriculum approval process;~~

~~(2) A structured format for interaction with the instructor and other students is available during the course; and~~

~~(3) A method for monitoring and recording student participation, effort, and accomplishment is integrated into the course methodology.~~

~~(F) A law school's approval of credit for a distance education course must include a specific explanation of how the course credit was determined. Credit awarded must meet the requirement of fifteen contact hours of instruction for each semester credit granted or the equivalent in quarter units.~~

~~(G) Distance education courses must be graded on the same basis as classroom-based courses.~~

Guideline 7.11 amended effective _____; previously a~~Amended~~, effective: August 28, 2015.

Division 8. Library Requirements

Division 8. adopted effective January 1, 2011.

8.1 Library Resources.

A law school's library resources must serve the teaching, research, and other educational objectives of the law school. In preparation for admission to practice law, a law student must have the ability to perform legal research competently using both hard copy and electronic research resources. The faculty of a law school needs access to adequate legal research resources to supplement their preparation and research.

8.2 Law Library.

~~A law school must maintain a physical law library containing all required hard copy and optional electronic resources, including internet access. A law school's law library must be adequate for the number of students and faculty of the law school. The adequacy of a law library will be evaluated by consideration of a law school's enrollment, the physical layout of the library, the physical condition of all hard copy publications and whether all are properly current and updated, relevance of all other available legal resources and the hours of operation.~~

8.3 Location of Law School Law Library.

~~The law school's law library must be housed in the same physical location as the law school's classrooms, faculty and administrative offices or in a location that is in reasonably close proximity to the law school's classrooms and offices. A law school is not required to have a law librarian but must assign a competent administrator or staff person to oversee and be responsible for maintaining and updating all mandatory legal~~

~~authorities and research resources. Other uses of a law school's law library should not substantially interfere with its principal purpose.~~

~~A compliant law library should:~~

~~(A) Be open for a reasonable number of daytime and evening hours during the school year to meet the needs of students and faculty; and,~~

~~(B) Be maintained by a competent staff that keeps all library materials properly shelved and accessible and, upon request, to provide reasonably timely assistance, and to maintain all required records.~~

8.28.4 Library Content.

(A) A law school's law library must contain the following law library material:

TITLE	FORMAT REQUIREMENT
1. <u>General National Materials</u> Corpus Juris Secundum or American Jurisprudence, 2d	Hard copy or online access.
2. <u>Dictionaries</u> A legal dictionary A general dictionary	Hard copy <u>or online access.</u>
3. <u>Annotated Reports</u> American Law Reports – Federal American Law Reports, 4th and 5th	Hard copy or online access.
4. <u>American Law Institute Publications</u> Model Codes, Reports and Drafts Restatements of the Law, Reports and Drafts	Hard copy or online access.
5. <u>Forms of Pleading and Practice and Legal Forms</u> California Judicial Council forms Current set of California forms	Hard copy or online access.

Current set of Federal forms	
6. <u>Uniform Laws Annotated</u>	Hard copy or online access.
7. <u>California Materials</u> California Supreme Court case reports (official or unofficial) California Appellate Courts case reports (official or unofficial) West's Digest California Jurisprudence, 3rd West's or Deering's Annotated Codes, including indices California Jury Instructions, Civil (BAJI) California Jury Instructions, Criminal (CALJIC) Law Commission Reports Attorney General Opinions California Code of Regulations	Hard copy or online access, is required to the current series of either the Supreme Court or Appellate Courts case reports; hard copy or online access is required to California case reports at both levels. Hard copy or online access. Hard copy or Online access, or hard copy, except that hard copy access must be provided for California Code titles in bar tested subjects, as follows: Business and Professions Constitution Civil Civil Procedure Commercial Court Rules Corporations Evidence Family Penal Probate Code. Hard copy or online access.
8. <u>Federal Materials</u> United States Supreme Court cases, any set	Hard copy or online access.

<p>Federal Reporter, 1st through 3rd Federal Supplement Federal Rules Decisions Tax Court cases Board of Tax Appeals decisions Federal Digest Supreme Court Digest Annotated edition of U.S. Code United States Statutes at Large Code of Federal Regulations Loose leaf Tax Service</p>	<p>Hard copy or online access</p>
<p>9. <u>National Reporter System</u> (1st to date) for all of the following: Atlantic Reporter, New York Official Reports Northeastern Reporter Northwestern Reporter Pacific Reporter Southeastern Reporter Southern Reporter Southwestern Reporter</p>	<p>Hard copy or online access.</p>
<p>10. <u>Text and Treatises</u> Encyclopedia, treatises, or current text for all bar- tested courses taught Witkin, Summary of California Law Witkin, California Procedure Witkin, California Criminal Law Witkin, California Evidence</p>	<p>Hard copy <u>or online access</u>.</p>
<p>11. <u>Law Reviews and Journals</u></p>	<p>Hard copy or online access, adequate to meet the mission of the law school and the needs of the instructors.</p>
<p>12. <u>Other Resources</u> Current Law Index or Index to Legal Periodicals Local county and city ordinances Local municipal codes Legislative history-United States Code, Congressional and Administrative News (USCCAAN) Local court rules</p>	<p>Hard copy or online access.</p>

13. <u>Cite Checking Resources</u> Shepard's Citation Service or Westlaw Key Cite	Hard copy or online access.
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~~Guideline 8.4, amended effective: January 31, 2013; amended effective: June 20, 2015~~

- (B) Whenever a school elects to maintain a set of books in lieu of online access is specified, the requirement includes the most recent version, although it may not be listed, and reasonable access to:
- (1) All supporting materials published as part of the set, and the latest available pocket parts, supplementary and replacement volumes, and any other materials necessary to keep the set in current condition; and
 - (2) All periodicals, in permanently bound form, except for the current year.
- ~~(C) — For material that may be provided online, the law library must have a reasonable number of computers and printers available for student and faculty use in accessing and printing it.~~

Guideline 8.4 amended effective _____ ; previously amended effective June 20, 2015 and January 31, 2013.

8.3 ~~8.5~~ Instruction in Legal Research.

A law school must provide students with instruction in the use of both hard copy publications and electronic-based legal research to learn and perform competent research.

8.4 ~~8.6~~ Other Law Libraries.

Upon prior approval of the Committee, a law school that is located in reasonable proximity to a public, private or other law library, which contains all the mandatory requirements of Guideline 8.4, may satisfy the library requirements as set forth in Division 8 by filing a declaration from the dean that confirms the following:

- A) the governing authorities of any such other law library have agreed to permit the use of the library by the law school's students and faculty at no additional charge and under the same accessibility and conditions required by Guideline 8.3; and

- B) the other library contains and offers equal access to all mandatory library contents as required by Guideline 8.4.

8.5 ~~8.7~~ Access to Online Law Library Material.

A law school must provide each law student with access to the online law library material it maintains during the student's attendance. Access must be available at times convenient to students. A law school must use a reliable provider of on-line services and support to ensure that the students' access to the online library material is consistently available.

8.6 ~~8.8~~ Library Records.

A law school must maintain a record of expenditures for hard copy and electronic library and research materials and other legal research resources provided to students and faculty, and information on restrictions and limitations on access to library or research materials.

Division 9. Physical Resources

9.1 Physical and Infrastructure Requirements.

A law school must have physical and technological resources and an infrastructure adequate for its programs and operations. A law school should have the exclusive occupancy of an office ~~and law library facilities at all times~~ and of classrooms, which must also be available for a reasonable time before and after class. A law school may share classroom space with another department or institution if the arrangements do not interfere with the scheduling of classes. All physical facilities must be in reasonable proximity to each other so that students have convenient access to classrooms, the library, and administrative offices. A law school must have classrooms that are sufficient for its program and adequate for their intended use.

A law school offering its curriculum by means of distance learning technology must maintain its administrative office and administer its technology platform in California. A law school must maintain and provide access to all required records, files and materials in its administrative office.

Guideline 9.1 amended effective _____.

9.2 Administrative and Faculty Offices.

A fixed facility law school must provide adequate office space for all administrative staff and faculty, giving due regard for the need for private offices for senior administrators and full-time faculty. Private offices or a faculty lounge should be provided for part-time faculty. At least one private room, suitable in size for the intended purpose, must be available for counseling students.

Guideline 9.2 amended effective _____.

9.3 Instructional Equipment; Resources and Procedures to Address Technology-Related Problems.

A law school must have and maintain instructional equipment and distance learning technology that is adequate to support its educational program. A law school must have and allocate adequate resources and create and maintain adequate procedures to promptly and effectively address technology-related problems in the delivery of its educational program.

Guideline 9.3 amended effective _____.



The State Bar *of California*

**APPLICATION FOR
PROVISIONAL
CALIFORNIA ACCREDITATION OF A LAW SCHOOL
BY
THE STATE BAR OF CALIFORNIA**

LAST REVISED 3/2019

APPLICATION FOR PROVISIONAL CALIFORNIA ACCREDITATION OF A LAW SCHOOL BY THE STATE BAR OF CALIFORNIA

BEGINNING THE ACCREDITATION PROCESS

Applications for accreditation are processed according to the process set forth in Title 4, Division 2, Chapter 2, Application for Provisional Accreditation, Rules 4.120-4.146.

A law school seeking California accreditation must demonstrate compliance with the Rules and Guidelines for Accredited Law Schools, and pay all required fees under the fee schedule associated with this process. This Application, combined with the Self-Study Report, provides a foundation to allow the school to demonstrate this compliance. This foundation may be augmented by further requests from the Committee and a school inspection.

REQUIRED FORMS

The required application materials consist of this application and a completed Self-Study Report.

To begin the process, file this Application and submit the appropriate fees to the State Bar of California according to the filing instructions in part 5 of this application. The Self-Study can be returned at the same time for faster processing, or at a later date.

APPLICATION PROCESS

Within sixty days of submitting a complete Application, including a completed Self-Study Report, the law school will be notified of the status of the application and the estimated date of Committee consideration. (Rule 4.122)

The Committee will review the application and make one of the following determinations under Rule 4.123:

1. The school does not appear to substantially comply with the Rules and should withdraw its application.
2. Within 60 days of receipt of full application, an inspection of the school be scheduled, either because the school appears to be substantially compliant, or it refuses to withdraw its application. In either case, the school will be responsible for the expenses associated with the inspection.
3. The Committee requires further information.
4. The application is denied.

The State Bar will endeavor to produce an inspection report within 90 days of the completion of the inspection. An inspection will be deemed completed after all follow up information is provided, even if that is beyond the inspection date.

**APPLICATION FOR
PROVISIONAL CALIFORNIA ACCREDITATION OF A LAW SCHOOL**

Part 1: School Information

Name of School:

Street Address:

City:

State:

Zip Code:

Years in Operation:

Current School Status:

- ☐ Registered, Unaccredited Correspondence:
- ☐ Registered, Unaccredited Distance Learning:
- ☐ Registered, Unaccredited Fixed Facility:

Other:

Part 2: School Administration Information

Name of Dean:

Phone Number:

Email Address:

If Different from Above:

Street Address:

City:

State:

Zip Code:

Name of Registrar:

Phone Number:

Email Address:

If Different from Above:

Street Address:

City:

State:

Zip Code:

Part 3: Types of Law School Programs

List the types of J.D. programs the school would plan to offer in an accredited status:

☐ Fixed Facility

☐ Hybrid

☐ Online

Other (please briefly explain):

Does the school have accreditation or is the school seeking accreditation from any other accreditor (e.g., WASC, DEAC, HLC)? If so, please list here.

List all other programs offered by the law school and the authority under which they operate (M.A., LL.M., etc.):

List all other programs that law school plans to offer (M.A., LL.M., etc.):

Part 4. 2019 Minimum Cumulative Bar Examination Pass Rate (MPR)

All California Accredited Law Schools “must maintain a minimum cumulative bar examination pass rate (MPR) as determined and used by the Committee in the evaluation of the qualitative soundness of a law school’s program of legal education” Rule 4.160(N). “[A California accredited] law school must maintain a minimum cumulative bar examination pass rate (MPR) of at least 40 percent for the most recent five-year reporting period.” Guideline 12.1.

Law schools applying for California accreditation must report their five-year bar passage rate in the year of their application. The State Bar reserves the right to request or utilize historical data as well. .

California Accredited law schools are required to report this figure each year by July 1 using the specific formula enumerated in Guideline 12.1, Minimum, Cumulative Bar Examination Passage Rate (MPR) using the time periods specified herein.

The information below is designed to assist the school in calculating and reporting this number properly.

Please pay close attention to the instructions on the enclosed forms to ensure that your MPR is calculated in the manner that Guideline 12.1 requires.

Definitions:

2019 MPR Reporting Period: August 1, 2013 through July 31, 2018. This is the period during which the students included in the MPR calculation graduated from law school.

Please include these students’ results from the California Bar Examinations (CBX) administered starting from February 2014 through and including July 2018. Also include these students’ results from the February 2018 CBX if they graduated from law school within 10 administrations from the February 2019 CBX (March 2014 or later).

Do not include these students’ results on any bar examination calculated after these dates.

MPR Formula is calculated using a specific formula set forth in Guideline 12.1: “[a] law school’s MPR is to be calculated as a fraction that is the sum of all qualified takers for the reporting period who passed any administration of the CBX during the reporting period or the first February administration after the reporting period that was no more than 10 administrations after the [qualified] taker’s graduation (the numerator) divided by the sum of all qualified takers for the reporting period who, whether they passed or failed, took any administration of the CBX during the reporting period or the first February administration after the reporting period that was also no more than 10 administrations after the taker’s graduation (the denominator), with the resulting numeral being expressed as a percentage.”

State Bar Pass/Fail Lists may assist in the calculation. Be aware that all Qualified Takers are included on the pass-fail lists, but only those who graduated during the Reporting Period (and took one of the specified bar examinations) should be included in your MPR calculation.

WORKSHEET FOR CALCULATING THE MINIMUM CUMULATIVE CALIFORNIA BAR EXAMINATION PASS RATE (MPR) UNDER GUIDELINE 12.1

This form is designed to assist a school in calculating the 2019 MPR. Note that the specific time periods and formula listed below must be used.

1. Data Supporting the 2019 MPR Calculation

Please provide the following information and data for this Reporting Period (August 1, 2013 – July 31, 2018). The Reporting Period is the period during which the students in the calculation graduated from their J.D. programs. Do not include any students who graduated before or after this time period, even if they took one of the Bar Examinations involved in this calculation.

Only include the bar results of the Students who graduated during the Reporting Period and took the Bar Examination at least once from February 2014 through July 2018 or February 2019 Bar Examination if they graduated in March 2014 or later.

a. Numerator of the MPR:

Sum of all Qualified Takers for the Reporting Period who passed any administration of the California Bar Examination during the Reporting Period or the first February administration after the Reporting Period that was no more than 10 administrations after the Qualified Taker's graduation.

b. Denominator of the MPR:

Sum of all Qualified Takers for the Reporting Period who, whether they passed or failed, took any administration of the California Bar Examination during the Reporting Period or the first February administration after the Reporting Period that was also no more than 10 administrations after the Qualified Taker's graduation date.

c. MPR Formula: $(\text{Numerator} \div \text{Denominator}) \times 100$ %
Calculate to one decimal place.

2. MPR Compliance Reporting

Did the law school achieve a 2019 MPR of at least 40.0%, as calculated by the methodology described above, for this Reporting Period? ☐ Yes ☐ No

Part 5: Agreement to Seek Accreditation and Acknowledgement of Rights and Responsibilities

Application is hereby made to seek accreditation as a law school offering one or more J.D. programs in California. The undersigned, on behalf of the institution, acknowledges that the institution and its representatives are familiar with the *Rules and Guidelines for Accredited Law Schools* and agree to be bound by the terms thereof and with changes as may hereafter be made in all matters pertaining to the consideration of this application and in future relations with the Committee and the State Bar of California.

The institution and its representatives further consent to on-campus visits and inspections by representatives of the State Bar of California as set forth in the *Rules and Guidelines for Accredited Law Schools*, including for provisional accreditation purposes, accreditation purposes, and periodic inspections, and to report findings to the Committee and/or to the State Bar of California. The institution agrees to make available all records and documents that may be material to the consideration of this application.

The institution also understands that the initial deposits will be applied toward the total costs of seeking accreditation, and the school agrees to pay fees for total time invoiced at a rate of \$275 per hour plus actual travel costs, whether or not accreditation is granted within thirty days of the date of the invoice. The School agrees that the State Bar may bill fees accrued on a monthly basis.

The institution will prepare and submit the prescribed materials appropriate to each stage of the accreditation process and will respond promptly to requests for additional information or clarification. The institution understands that the State Bar of California operates subject to the California Public Record Act, and all documents submitted to the State Bar or created by the State Bar become public documents unless they are within an exception to that Act.

Authorized Signature:

Name:

Date Signed:

If your school has an AIMS password, it is preferred that this Application and the accompanying Self-Study Report are returned via AIMS and that the payment is sent via mail using the attached invoice. Alternatively, you may place your materials on a thumb drive and mail your materials and fees to the payment address.

Processing will begin when the completed Application and the appropriate deposit fees are received. The School may include the Self-Study Report along with the application or forward at a later date.



The State Bar of California

OFFICE OF ADMISSIONS

180 Howard Street, San Francisco, CA 94105
845 S. Figueroa Street, Los Angeles, CA 90017

Tel: 415-538-2300
Tel: 213-765-1500

Deposit Fees for Application for Provisional Accreditation as a Law School

Service	Total
Non-Refundable Deposit Fee Toward Application for Provisional Accreditation (Total Cost to be Time at \$275 per hour and Expenses at Actual Costs)	\$ 750
Deposit Toward Accreditation Inspection and Report Fee (plus Time to be billed at the cost of \$275 per hour and Expenses at Actual Costs)	\$5,000
TOTAL DEPOSIT DUE AND PAYABLE:	<u>\$5,750</u>

Please mail payment to the following address, even if submitting application through AIMS:

Attn: Educational Standards – ADM
THE STATE BAR OF CALIFORNIA
180 Howard Street
San Francisco, CA 94105

SELF-STUDY REPORT FOR LAW SCHOOLS SEEKING PROVISIONAL CALIFORNIA ACCREDITATION BY THE STATE BAR OF CALIFORNIA

GENERAL INSTRUCTIONS AND SELF-STUDY REPORT TEMPLATE

The self-study report provides the law school with an opportunity to demonstrate its compliance with the Accredited Law School Rules (Rules) and Guidelines for Accredited Law School Rules (Guidelines). The information also helps the State Bar to prepare for an accreditation inspection and to make that inspection more efficient and cost effective. This self-study report will be considered in conjunction with past periodic inspection reports and annual reports from the school.

When responding to the questions, please indicate whether the response represents current operations at the school, or what would be implemented if accreditation is granted.

In some cases, the questions in this self-study report may have some similarity to questions asked of the school as part of its current compliance with the Unaccredited Law School Rules and Guidelines. The school is asked to answer all questions in this self-study report to provide a complete, current picture of the school's intended methods and practices, discussing any changes that are expected from current practices if the school is approved to operate as a California Accredited school, and the school's intent and ability to achieve and maintain its compliance with the Rules and Guidelines for Accredited Law Schools.

Format (Self-Study Report Template and Attachments)

Please submit information using this template. In response to each section, provide a narrative that refers specifically to each Rule or Guideline cited, and addresses each specific topic listed. Each section provides directions on the required scope of the requested narrative, suggested page limits and, where applicable, a list of all required attachments as well as web links to the posting locations of relevant electronic materials. Discuss, in detail, whether the law school is compliant with all relevant portions of the Rules and Guidelines for Accredited Law Schools, including the following rules and their interpretive guidelines: Rule 4.160(B) Integrity; Rule 4.160(C) Governance; Rule 4.160(D) Dean and Faculty; Rule 4.160(E), Educational Program; Rule 4.160(F), Competency Training; Rule 4.160(G); Scholastic Standards; and Rule 4.160(H), Admissions.

Please include all "required" attachments listed. If including additional attachments, clearly mark the relevant portion of the document and reference the Rule or Guideline that it satisfies. (See instructions for citing and labeling each attachment as discussed in "Attachment Requirements," below.)

Template Requirements

Please use this form to record your responses. Be concise but complete. Follow the requirements for attachment noted below. If converting the completed document to a PDF, please make sure that text in the new document is still fully searchable.

Attachment Requirements

Please submit all required attachments and those cited in each narrative response either as bookmarked sections clearly named in the main document, or as additional documents, clearly named, and with a list of attachments in the main document. Provide only those additional attachments, beyond those required, which the law school believes necessary to support the narrative.

If a document is attached in support of a particular Rule or Guideline, please be sure guide the reader to the correct portion of the document and state the reason that the identified portion is relevant to the rule or guideline cited.

Required naming format

Each attachment must be consistently labeled, and cited and listed in the template, as follows:

Item Number: Publication Name

(E.g., Item 1: Catalog)

If an attachment appears *within* a publication, cite the publication's item number and name, then cite the relevant provision/policy and its page numbers.

(E.g., Item 1: Catalog, *Mission Statement*, pp. 32-33)

Provide only one copy of any publication; unless otherwise required, do not provide additional item numbers for, or separate copies of, attachments *within* any publication.

Rules for citing web links

To confirm compliance with each Guideline or statute that requires the law school to provide specific information *on its website*, attach a screenshot of each website page where such required information appears, labeled with an accurate clickable URL address for the relevant website page. Follow the required format for naming attachments.

(E.g., Item 37: Guideline 2.3(D)(1) Disclosure;

www.lawschoolwebsite.edu/consumer_disclosures)

Filing Requirements

Self-study reports should be submitted through AIMS, with payment sent under separate cover. The self-study report may be saved to a thumb drive and mailed to the State Bar along with the payment.

SECTION 1: PRIOR REQUIREMENTS AND RECOMMENDATIONS

If the law school is still working to address any mandatory or suggested actions identified in the school's most recent inspection, please identify the status and how compliance will be achieved under the Rules and Guidelines for Accredited Law Schools.

(Suggested: 1-3 pages)

[PLEASE INSERT NARRATIVE HERE.]

Required Attachments:

- ☐ Catalog (Item 1: provide name used by law school)
- ☐ Student Handbook (Item 2: provide name used by law school)
- ☐ Faculty Handbook (Item 3: provide name used by law school)

SECTION 2: GUIDELINE WAIVERS

If the law school currently operates under a Committee-granted Guideline waiver, describe:

- the nature of each such waiver and its continuing need;
- plans to meet applicable accreditation standards without the waiver, with anticipated time frame;
- anticipated need to request future waivers on any topic under the Rules and Guidelines for Accredited Law Schools.

(Suggested: up to 1 page)

[PLEASE INSERT NARRATIVE HERE.]

Required Attachments:

- ☐ Documents/Correspondence confirming waivers granted by the Committee

SECTION 3: RULE 4.163 SELF-STUDY REPORT OVERVIEW

Please discuss how the law school currently operates to achieve its stated academic mission, objectives and goals. Describe the reasons that it seeks accreditation. Further summarize the school's J.D. program(s) and any changes expected under accreditation. Please note whether the school anticipates that student enrollment numbers would change and whether tuition would be expected to change. Further detail on these matters will be requested in other sections of this self-study report.

(Suggested: up to 1 page)

[PLEASE INSERT NARRATIVE HERE.]

Required Attachments:

- ☐ Mission statement
- ☐ Current statement of academic objectives and goals

SECTION 4: RULE 4.105(C)-(D) GENERAL PROVISIONS (Guideline 1.1(D). Program Transition Plan

Please describe the school's transition plan for any students currently enrolled in the registered program:

- Academic calendar
- Term structure
- Credits required or offered
- Course scheduling
- Attendance requirements
- Curricular requirements
- Teach-out for programs no longer to be offered
- Resources needed to accommodate multiple programs or growth in the student body
- Other matters necessary for students to transition to accredited program of the law school

The plan should include:

1. CALENDARING. What would be the changes to the school's calendar, if any? If the degree may take a longer or shorter time to complete, discuss it here: Briefly discuss the current calendar, and then fully discuss any changes.

2. TERM STRUCTURE. What are the differences, if any, in the term structure for the school year or for completion of the degree. Briefly discuss the current term structure, and then fully discuss any changes.

3. CREDITS. What are the differences, if any, in credits offered for the degree, including how they may be obtained? Briefly discuss the current credits, and then fully discuss any changes.

4. COURSE SCHEDULING. What are the differences, if any, in the course scheduling, in terms of actual time requirements and time required for completion of the course. Briefly discuss the current time requirements, and then fully discuss any changes.

5. ATTENDANCE REQUIREMENTS. Regular and punctual attendance in academic engagement is required under Guideline 6.5 (C). Briefly discuss the school's current methods for measuring attendance or engagement and fully discuss how this requirement will be met under accreditation. For courses offered online, explain how attendance in engagement will be measured. If various methods are used, discuss all methods and the courses to which they apply.

6. CURRICULAR REQUIREMENTS. Please discuss any changes that will be made in the curricular requirements. Please be as specific as possible about any new requirements, or different

means of fulfilling old requirements, and how grading will be determined.

7. TEACH-OUT PROGRAMS OR PROGRAMS NO LONGER TO BE OFFERED. Please discuss any teach-out for programs that will be discontinued after the transition, addressing the requirements of *Guidelines, Division 1, Section (2)*. Will all students be eligible to transition to the planned newly accredited program?

8. OTHER MATTERS. Please discuss any other changes that will be implemented as a result of the transition, including any matters necessary for students to transition to the accredited program of the law school.

In addition, make sure to discuss the effect any new programs will have on any current programs, and how the needs of the students in those current programs will be addressed. Is an increase in enrollment expected? Is an increase in tuition expected? Do you expect that additional resources will be needed under accreditation to ensure that students are appropriately resourced?

[PLEASE INSERT NARRATIVE HERE OR ATTACH A SEPARATE DOCUMENT LABELED “Program Transition Plan”.]

Required Attachments:

- ☐ Program Transition Plan

SECTION 5: RULE 4.160(A) - LAWFUL OPERATION The law school must operate in compliance with all applicable federal, state, and local laws and regulations. (Guideline 1.6)

Please discuss the law school's:

- compliance with all applicable local, state and federal laws and regulations, including the Americans with Disabilities Act (ADA), Health Insurance Portability and Accountability Act (HIPAA) and Family Educational Rights and Privacy Act (FERPA);
- compliance with all relevant state or local business licensing requirements;
- current status as a corporation with the California Secretary of State and, if relevant, status as tax-exempt entity; its status if not a corporation
- procedures for implementing applicable laws and regulations, including the above.

(Suggested: 1- 2 pages)

[PLEASE INSERT NARRATIVE HERE.]

Required Attachments:

- ☐ Proof of current corporate status; local business license, if required
- ☐ If the law school participates in any federally-sponsored financial aid program(s), any report regarding loan default rates of its students, the law school's plans to address the default rate and participation in such programs
- ☐ If the law school is tax exempt, its most recent IRS 501(c)(3) exemption letter
- ☐ Any alcohol or substance abuse policy or program applicable to students
- ☐ If applicable, the most recent correspondence received from WASC or any other accrediting entity confirming the current status of the law school's accreditation
- ☐ Policies and procedures related to accommodations under laws governing disabilities, such as the ADA or FERPA

SECTION 6: RULE 4.160 (B) - INTEGRITY. The law school must demonstrate integrity in all of its programs, operations, and other affairs. (Guidelines 2.1-2.10; Bus. & Prof. Code sec. 6061.7, subds.(a) and (c); Guidelines 13.1-13.5)

Discuss how the law school operates in an honest and forthright manner, specifically noting all of the policies, procedures and disclosures noted in Guidelines 2.1-2.10, Bus. & Prof. Code section 6061.7(c) and, if the school offers any professional degree in addition to the Juris Doctor degree, Guidelines 13.1-13.5.

In responding to this section, please explain:

- how the law school operates with honesty and integrity from the perspective of the public, prospective students, applicants and enrolled students (Guideline 2.1);
- how the law school conducts its financial affairs in an honest and forthright manner, with specific reference to the terms of its tuition refund policy (Guideline 2.2(B));
- how the law school communicates honestly, including specific references to where it posts all mandatory disclosures (Guidelines 2.3 (A) – 2.3(E), B.&P. Code § 6061.7);
- the name and nature of any entity that owns or controls the law school and whether any compensation is paid to recruit or enroll students (Guidelines 2.4, 2.5);
- all policies and procedures governing student discipline (Guideline 2.6(B));
- the type of grading system used; when pass/fail grades are used; when students are required or may repeat a class; the definition or requirements for academic good standing; the use of anonymous grading; whether and how students are informed of all factors used to issue final grades; the standards and circumstances governing academic probation and disqualification; whether students may remain enrolled while on probation and how they may be taken off probation; the methods used to confirm the authenticity of student work; how students obtain a review of grades received; how all such requests are handled and resolved (Guideline 2.7(A) – 2.7(H));
- how privacy and confidentiality of student records are maintained (Guideline 2.8);
- how the law school maintains appropriate security and backup for its records, whether maintained in hard copy files or electronically (Guideline 2.9);
- how the law school publically states and informs students of the services, experiences, activities and academic counseling, as offered at each campus (Guidelines 2.10(A), 2.10(B));
- the nature of any review and preparation curriculum offered by the law school, either in-house or commercial, to help prepare students to take the First-Year Law Students Examination (FYLSX) or California Bar Examination (CBX) (2.10); and
- if the law school offers any professional degree in addition to the Juris Doctor degree, how the law school complies with the requirements of Guideline 13 and specifically, the requirements of Guidelines 13.3-13.4..

(Suggested: 4-6 pages.; please emphasize Guidelines 2.2, 2.3, 2.7, 13.3 and 13.4)

[PLEASE INSERT NARRATIVE HERE.]

Required Attachments:

- ☐ Current corporate by-laws, if any
- ☐ Copies of any advertisement, brochure or webpage used to recruit students
- ☐ Copies of all required disclosures; please identify where each appears in the law school's correspondence, publications and website, including all disclosures required by B&P Code sections 6061.7(a) and (c), Guideline 2.3(D) and, if applicable, Guideline 2.3(E) and Guidelines 13.3-13.4. Please provide a screenshot and URL address for each website page on which information appears on the law school's website, as required by B&P Code section 6061.7(a) and (c); Guideline 2.3(D); and, as applicable, Guideline 2.3(E) and Guideline 13.3. (See instructions).
- ☐ Current Information Report (B&P Code section 6061.7(a))
- ☐ Policies and procedures from catalog or student handbook* as to:
 - tuition refunds and cancellations
 - imposition of non-academic student discipline
 - academic standards
 - examinations and grading, including grading basis and authenticity of work
 - request for grade reconsideration and grade review
 - course repetition policy
 - student confidentiality and privacy
 - admission criteria
 - transfer credit practices and policies
 - security and backup for systems and records
 - availability of student services and activities

*If any of the above is not in either publication, please include a hard copy of such policies or procedures, and explain how students can access the information.

SECTION 7: RULE 4.160 (C) - GOVERNANCE. The law school must be governed, organized, and administered so as to provide a sound educational program. (Guidelines 3.1-3.3; 4.1-4.2)

Describe the law school's governance and organization; identify all members of any board governing the law school; identify and provide the credentials of everyone responsible for its administration and generally describe their respective responsibilities by referring to each requirement of Guidelines 3.1-3.3; Guidelines 4.1(A)-4.1(C); and Guideline 4.2.

In responding to each of the Guidelines cited, please discuss:

- the role of the dean and each associate or assistant dean of the law school; if not the dean, please specify and identify each full-time or part-time administrator at each campus, including each branch or satellite campus; the registrar and any faculty members involved in governance, operations or academic policy-making processes;
- if the law school is part of a larger institution or entity, the relationship between the law school and that larger organization, with respect to its governance and decision- and policy-making regarding the law school;
- For law schools with more than one campus, please address and describe the manner or form of the law school's governance of each campus.

(Suggested: 2-3 pages.)

[PLEASE INSERT NARRATIVE HERE.]

Required Attachments:

- ☐ Organizational chart for the law school, by campus, showing names and titles of each dean, administrator, registrar and all administrative staff, and whether employed on a full- or part-time; a resumé and job description of each person identified
- ☐ A list of the members of the law school's governing board(s) and board of visitors/advisors, if any, including name, contact information, academic and professional degrees, and present occupation of each member

SECTION 8: RULE 4.160 (D) – DEAN AND FACULTY. The law school must have a competent dean and a competent faculty that devotes adequate time to administration, instruction, and student counseling. (Guidelines 4.1-4.9)

Discuss how the law school's faculty is compliant and devotes adequate time to provide students both sound instruction and adequate counseling; please refer to all requirements noted in Guidelines 4.3-4.9.

In responding to each the Guideline noted, please discuss in particular:

- the role of individual faculty members or faculty committees in student discipline, grade review, and any academic and non-academic policy-making (Guideline 4.2);
- current student-faculty ratios, by campus, for multi-campus schools (Guideline 4.3);
- current faculty course loads (Guideline 4.4);
- policies and practices to ensure reasonable office hours are provided (Guideline 4.4);
- current faculty credentials (Guideline 4.5);
- how faculty members are recruited and hired and what the law school does to promote and offer means for faculty to improve their teaching skills (4.6);
- the process, timing and procedures used to evaluate faculty (Guidelines 4.7, 4.8);
- the law school's policy regarding academic freedom (Guideline 4.9)

(Suggested: 4-6 pages)

[PLEASE INSERT NARRATIVE HERE.]

Required Attachments:

- ☐ Faculty evaluation policy and procedures
- ☐ Faculty retention and promotion policy, if any
- ☐ List of faculty committees, with description by function and membership roster
- ☐ Academic Freedom policy
- ☐ Faculty orientation and training materials, if any

SECTION 9: RULE 4.160 - (E) EDUCATIONAL PROGRAM. The law school must maintain a sound program of legal education. (Guidelines 1.8, 6.1-6.14.)

Demonstrate how the law school maintains a sound academic program that is qualitatively and quantitatively compliant, with reference to all subsections of Guidelines 6.1-6.10, with specific reference to each subsection of Guidelines 6.2. and 6.5, and a thorough discussion of all the ways that “academic engagement” as defined in Guideline 6.5(B) will be achieved and measured in the law school’s educational program, including noting how a student’s work will be authenticated.

In responding to the Guidelines, discuss in particular:

- the current curriculum, providing a detailed discussion relating to the total units and required courses needed to earn a J.D. degree; all elective classes, and the law school’s efforts to expand or improve the curriculum since its last inspection;
- all policies and procedures, if any, for granting exceptions to the required curriculum, and how often and under what circumstances exceptions are made;
- methods of instruction used (*e.g.*, lecture, performance, etc.) and alternative teaching platforms used (*e.g.*, in class, distance-learning) and what changes, if any, are currently contemplated to improve and expand the curriculum;
- whether the number of hours of instruction for the J.D. degree that are academic engagement verified are or will be in accordance with the requirements of Guideline 6.5(B), including a discussion of the minimum 45-hour requirement for each semester unit and how the school will ensure that a minimum of 15 hours of each semester unit will be taken through academic engagement;
- the school’s published or planned policy requiring regular and punctual attendance in verifiable academic engagement, per the standards set forth in Guideline 6.5(C);
- the school’s published policy specifying the requirements to verify and student participation in an approved experiential or clinical program, and to monitor that (Guideline 6.5(C));
- if the school requires student attendance in a physical classroom, whether the school is using either semester or quarter terms of study (Guideline 6.5(D)(1));
- if the school has a summer session, discussion of how that is defined (five weeks for a semester-based law school, three weeks for a quarter-based law school, or other), including the credit offered. Focus the discussion on Guideline 6.5(D)(1) and Guideline 7.3(C);
- for a law school requiring student attendance in a physical classroom or its equivalent, demonstration that the summer session is within the scope of Guideline 6.5(D)(1) and Guideline 7.3(C);
- for a law school in which students earn credit for academic engagement through participation in an approved synchronous or asynchronous curriculum taught through distance-learning technology or by participation in an experiential or clinical program approved under Guideline 6.6, or a combination thereof, discuss how credits are earned

as authorized by Guideline 6.5(A). (See Guideline 6.5(D)(2)).

- The school's published policy discussing the verified academic engagement for a full-time student as defined in Guideline 6.5(E) or a part-time student as defined in 6.5(F);
- for students that have completed a portion of their legal studies at a registered, unaccredited law school and subsequently graduate from an accredited law school, the policies in place to ensure that they meet the Guideline 6.5(A) requirements concerning 1,200 hours of study in aggregate (Guideline 6.5(H));
- the policies, procedures and controls used to grant credit for internships, externships or other non-classroom activities; please discuss their utility and effectiveness;
- the relationship between graduates' final grade point averages to CBX results and all efforts undertaken to improve academic performance and bar examination results.

(Suggested: 8-12 pages)

[PLEASE INSERT NARRATIVE HERE.]

Required Attachments

- ☐ Most recent Annual Compliance Plan submitted to the Committee
- ☐ List of courses offered; include units of credit given, whether graded or pass/fail, any necessary prerequisites or sequencing requirements and whether exceptions are made, whether course is required or elective
- ☐ Policies and procedures, if any, for making exceptions to required curriculum
- ☐ A typical student program
- ☐ Book list, syllabi template and syllabi for all required courses taught within the last 2 years
- ☐ Policies, procedures and controls relating to attendance in verified academic engagement, and the number of hours of academic engagement required for a student to receive the J.D. degree and sit for the California bar exam.
- ☐ Policies concerning participation and credit for summer sessions
- ☐ Policies, procedures and controls as to all credit given for internships, externships or legal work performed outside the classroom, or for participation in approved synchronous or asynchronous curriculum, and
- ☐ A five-year comparison of average class size, with any reasonable projections of whether average class size is expected to increase or decrease

Additional Attachments

- ☐ Any additional studies or statistics internally prepared which measure or correlate academic performance and eventual success on the CBX

SECTION 10: RULE 4.160 (F) – COMPETENCY TRAINING. The law school must require that each student enrolled in its Juris Doctor Degree program satisfactorily complete a minimum of six semester units (or their equivalent) of course work designed to teach practice-based skills and competency training. Such competency training must teach and develop those skills needed by a licensed attorney to practice law in an ethical and competent manner. (Guideline 6.9.)

Describe the courses offered that fulfill the requirement for competency training, noting any difference between the ways that these students will fulfill the requirements based on whether they are enrolled in a fixed facility classroom program, a hybrid program, or an online program. Discuss what measures are in place to ensure students enroll for and complete those courses, as well as tracking progress towards completing this requirement.

In responding to the Guidelines, discuss in particular:

- the current curriculum, providing a detailed discussion relating to the total units and required courses needed that qualify as competency training; all elective classes, and the law school's efforts to expand or improve the curriculum since its last inspection;
- all policies and procedures, if any, for granting exceptions to the required curriculum, and how often and under what circumstances exceptions are made;
- methods of instruction used (*e.g.*, lecture, performance, etc.) and alternative teaching platforms used (*e.g.*, in class, distance-learning) and what changes, if any, are currently contemplated to improve and expand the curriculum; and
- the policies, procedures and controls used to grant credit for internships, externships or other non-classroom activities, and discuss their utility and effectiveness.

(Suggested: 7-11 pp.; emphasize particularly Guideline 6.9)

[PLEASE INSERT NARRATIVE HERE.]

Required Attachments:

- ☐ List of courses offered; include units of credit given, whether graded or pass/fail, any necessary prerequisites or sequencing requirements and whether exceptions are made, whether course is required or elective
- ☐ Policies and procedures, if any, for making exceptions to required curriculum
- ☐ A typical student program
- ☐ Book list, syllabi template and syllabi for all required courses taught within the last 2 years
- ☐ Policies, procedures and controls as to all credit given for internships, externships or legal work performed outside the classroom, and
- ☐ A five-year comparison of average class size, with any reasonable projections of whether average class size is expected to increase or decrease

SECTION 11: RULE 4.160 (G) - SCHOLASTIC STANDARDS. The law school must maintain sound scholastic standards and must as soon as possible identify and disqualify those students who lack the capability to satisfactorily complete the law school's J.D. degree program. (Guidelines 7.1-7.12.)

Please describe and explain how the law school maintains sound scholastic standards and meets its obligation to identify and disqualify students who lack necessary capability, by reference to each of the specific provisions of Guidelines 7.1-7.12.

In responding to the Guidelines, discuss in particular the law school's:

- policies, procedures and efforts to: 1) maintain uniform grading standards; 2) identify and curb grade inflation; and 3) ensure that grades accurately reflect students' abilities and their likelihood of passing the California Bar Examination;
- policies, procedures and efforts to promote identification and disqualification of students who are not academically capable, including those related to decisions on good standing, probation, academic dismissal, course repetition and graduation;
- policies and procedures designed to evaluate the quality, accuracy and reliability of grades; procedures used to develop and evaluate use of grading "curves" if any;
- academic support classes and programs, including any current or planned effort to expand and improve such efforts, especially for students on probation.
- law school policies and procedures to determine which students are in need of academic support and how such support is offered. Discuss how such efforts have affected the law school's attrition/retention rate over the past five years;
- current or planned use of distance-learning technology in its J.D. curriculum, including verifying academic engagement, with an explanation of which methods of those in Guideline 7.11(B) have been, are now and will be implemented.

(Suggested: 7-10 pp.; emphasize particularly Guidelines 7.2-7.4)

[PLEASE INSERT NARRATIVE HERE.]

Required Attachments:

- ☐ Requirements for graduation (refer to the catalog where stated, or otherwise provide)
- ☐ Academic policies regarding good standing, probation, dismissal and course repetition (refer to the catalog or where otherwise provided to students)
- ☐ Analysis of first-year grades and the pass rate for students for the last five years.
- ☐ Policies and procedures regarding examination formulation, review and grading (refer to the catalog, faculty handbook)
- ☐ Policies regarding time allotted to submit grades, provide grading comments, express limits on the use of any grading "curve" (refer to pages in faculty handbook or other publication if included there, or otherwise provide)

- Analysis of grades issued, by groups (*e.g.*, by class year) of students comparing the several instructors teaching the class; year-to-year comparisons for each instructor; instructor-to-instructor comparisons where multiple instructors teach the same subject matter;
- An analysis, if performed, of class enrollment, attrition and retention rates, differentiating between academic exclusion and other withdrawals.

SECTION 12: RULE 4.160 (H) - ADMISSIONS. The law school must maintain a sound admissions policy. The law school must not admit any student who is obviously unqualified or who does not appear to have a reasonable prospect of completing the degree program. (Guidelines 5.1-5.9)

Please describe and explain how the law school maintains a compliant admissions policy with specific reference to each of the specific requirement of Guidelines 5.1-5.9.

In responding to the Guideline provisions, describe the law school's:

- process used to confirm an applicant's complaint pre-legal education
- procedures used to monitor student files to confirm each contains all required information and transcripts within 45 days after they start attending classes
- the identity of all persons responsible for preliminary and final admissions decisions
- the use of scores on the Law School Admissions Test (LSAT), the minimum acceptable LSAT score, if any, and a description of all other factors or information used in the decision to admit or deny an applicant;
- policies and procedures used in the admission of special students, as defined in Guideline 5.5, whether their admission is limited, and the monitoring of the academic standing of those admitted;
- policies and procedures for deciding on admission of previously disqualified students, including the basis and number of those disqualified by law school and readmitted and those admitted from other law schools under the State Bar's "start-over" policy. Please discuss the number of such students admitted over the last five years, their academic progress and, as applicable, results on the FYLSX and CBX;
- policies on granting credit for any prior law study and in the event an admitted student passes the FYLSX;
- efforts to analyze the correlation between bases for students' admission and success in passing the bar examination and conclusions drawn from such analysis

(Suggested: 5-8 pp., emphasize Guideline 5.6.)

[PLEASE INSERT NARRATIVE HERE.]

Required Attachments:

- ☐ Admission criteria (refer to pages in catalog or student handbook)
- ☐ Policies and procedures as to incomplete student files
- ☐ Policies as to the use of the LSAT
- ☐ Policies and procedures related to special students, including admission
- ☐ Policies and procedures related to admission of previously disqualified students
- ☐ Policies on granting credit for prior law study
- ☐ Any statistical analysis conducted as to the student admissions, over each of the last five

years, of the number of students admitted as:

- Regular students, with a degree; Regular students, without a degree
- Special students Prior law school, academically dismissed; Prior law school, not dismissed.

SECTION 13: RULE 4.160 (I) - MULTIPLE LOCATIONS. Accreditation is granted to a law school as an institution. If a law school receives approval to open a branch campus or a satellite campus, the branch or satellite campus must be operated in compliance with the Standards and Guidelines, subject to all site-specific operational requirements and any waivers approved by the Committee. (Guidelines 15.1-15.4)

For each branch or satellite campus the law school operates, confirm and explain how each operates compliantly as to each of the following Guidelines:

- Guideline 1.7
- Guideline 2.10
- Guideline 4.1
- Guideline 4.3
- Guideline 6.2(J)
- Guideline 15.4

Discuss all operational and administrative policies used to ensure each campus operates in parity with all other campuses (i.e., as to grading standards, course offerings, and extracurricular opportunities.) Emphasize any differences between the campuses. Discuss any anticipated changes or improvements to each campus to enhance compliance.

For any distance education credit, specify whether the course offering will be through the internet in a synchronous or asynchronous mode, through any electronically-stored or recorded media, through any audio or video presentation, or through any other means.

(Suggested: 1-3 pages)

[PLEASE INSERT NARRATIVE HERE.]

Required Attachments:

- ☐ For each provisional branch or satellite campus, Committee correspondence providing notice of provisional approval

SECTION 14: RULE 4.160 (J) - LIBRARY. The law school must maintain a library consistent with the minimum requirements set by the Committee. (Guidelines 8.1-8.6)

Demonstrate that the law school's library serves "the teaching, research, and other educational objectives of the law school," allowing students the "ability to perform legal research competently using both hard copy and electronic research resources," faculty the ability to access "adequate legal research resources to supplement their preparation and research."

In responding to these Guideline provisions be sure to include explanations of how:

- All mandatory authorities are updated and compliant and available to both students and faculty
- Students learn to use hard copy and electronic-based legal research
- Students and faculty can access library resources, and any technical support if available

(Suggested: 2-3 pages)

[PLEASE INSERT NARRATIVE HERE.]

Required Attachments:

- ☐ List of items in the library collection, and the format in which the item is maintained , or provide the list from the last annual report with updates, if any.
- ☐ Resumes and brief job descriptions of librarian or other library staff members, if any
- ☐ Plan for development of the library resources, if available
- ☐ Syllabi for legal research courses
- ☐ If the law school relies on an external library, information or documentation concerning students' rights to use the facility
- ☐ Record of expenditures for hard copy and electronic library and research materials and other legal research resources for the last 5 years

SECTION 15: RULE 4.160 (K) - PHYSICAL RESOURCES. The law school must have physical and technological resources and an infrastructure adequate for its programs and operations. (Guidelines 9.1-9.3)

Describe the adequacy of the physical resources and infrastructure provided by the law school and each campus it operates in reference to the requirements of Guidelines 9.1-9.3.

In responding to Guideline provisions, describe for each location:

- facilities and instructional equipment, including any available audio/visual or computer-based resources, computer labs and access to those labs
- lease terms, if any of the facilities are leased
- provisions made for security, including applicable policies and procedures
- accessibility for those with physical disabilities
- programs, services and technology used to provide distance learning

A law school offering its curriculum by means of distance learning technology must maintain its administrative office and administer its technology platform in California. If the school offers its curriculum through distance learning technology:

- provide information about the location and facilities of its administrative office and whether students can visit that location for service
- explain how the school will maintain and provide access to all required records, files and materials in the administrative office

(Suggested: 1-2 pages)

[PLEASE INSERT NARRATIVE HERE.]

Required Attachments:

- ☐ Diagram or floor plan of the physical facilities of each law school location
- ☐ Copy of any lease agreement for law school facilities

SECTION 16: RULE 4.160 (L) - FINANCIAL RESOURCES. The law school must have adequate present and anticipated financial resources to support its programs and operations. (Guidelines 10.1-10.3)

Please describe how the law school meets its present and anticipated financial obligations to operate compliantly with reference to the specific requirements of Guidelines 10.1-10.3.

In responding to Guideline provisions, in particular:

- analyze the law school's current financial status and history over the past five years, specifically addressing any operational deficits, declining revenue or increased debt;
- analyze future revenue projections;
- describe current or planned efforts to raise funds from the alumni, community at large, or through governmental or private grants.

(Suggested: 2-4 pages)

[PLEASE INSERT NARRATIVE HERE.]

Required Attachments:

- ☐ Budget for current fiscal year
- ☐ Financial projections for the next three years, if available
- ☐ Most recent financial review or audited financial statement, if available
- ☐ Financial report most recently submitted to another accrediting agency or governmental authority, if any

SECTION 17: RULE 4.160 (M) – RECORDS AND REPORTS. The law school must maintain adequate records of its programs and operations. (Guideline 11.1)

Describe and explain how the law school compliantly maintains all required files, transcripts and records with specific reference to all such records as identified in Guideline 11.1(A)-(O).

In responding to the Guideline provisions, in particular:

- describe all means and technology used to maintain the records and transcripts (hard copy and electronic) in a safe and secure environment, the policies and procedures used to maintain and confirm that all required records are accurate, complete and compliant;
- identify the law school administrator(s) or employee(s) who are responsible for the various records, at each location.

(Suggested: 1-3 pages)

[PLEASE INSERT NARRATIVE HERE.]

Required Attachments:

- ☐ Written policies and procedures regarding recordkeeping

SECTION 18: RULE 4.160 (O) - Consistent with sound educational policy and these rules, a law school must operate in accordance with policies and procedures that comply with the Constitutions and all applicable laws of both the United States and the State of California so as to both provide equality of opportunity and prohibit unlawful discrimination. (Guideline 14.1)

Demonstrate that the law school complies with applicable laws and efforts taken to offer equality of opportunity and prohibit unlawful discrimination, by reference to Guideline 14.1.

In responding to the Guideline, in particular:

- describe policies and programs designed to further compliance with laws protecting equality of opportunity and prohibiting unlawful discrimination, including their implementation and effects;
- provide information and analysis of available statistics relating to the gender, racial and ethnic makeup of the law school's faculty, staff and student body for the last five years.

(Suggested: 1-2 pages)

[PLEASE INSERT NARRATIVE HERE.]

Required Attachments:

- ☐ Policies designed to address issues of equality of opportunity and non-discrimination
- ☐ Reports, including statistics, addressing gender, racial and ethnic makeup of student enrollment, current faculty and staff, if available

SECTION 19: RULE 4.160 (P) - COMPLIANCE WITH COMMITTEE REQUIREMENTS. The law school must demonstrate its compliance with these rules by submitting required reports and otherwise complying with the rules.

Demonstrate that the law school submits required reports and otherwise complies with the Rules and Guidelines, by reference Guideline 11.1.

In responding to the Guideline, in particular:

- confirm that the law school has regularly submitted required reports and complied with the rules since its most recent inspection report;
- describe any perceived issues of weakness or non-compliance with respect to the rules and guidelines arising since the law school's most recent inspection report, and address efforts and progress toward remedy of any such issues;

(Suggested: 1-2 pp.; emphasize particularly Guideline *11.1 (M-O)*)

[PLEASE INSERT NARRATIVE HERE.]

Required Attachments:

☐ None